

PRIVACY POLICY

1. INTRODUCTION

The Weymouth English Centre is committed to protecting and respecting your privacy. We take the privacy of all of our clients, employees and site users seriously and take great care to protect your personal information. This notice lists the types of data that we collect, explains how and why we collect it, when and why we share data and explains your rights.

2. LAWFUL BASES

We collect and process some data under the lawful basis of contract. This is based on the contract between the school and the student's parents, guardians or educational tour operator. It covers the information we need in order to provide you with your course, accommodation, programme of activities, airport transfers and general welfare services.

When people ask us for information about our courses, we collect and process information under the legal basis of consent.

2. WHAT INFORMATION DO WE COLLECT?

We collect information when people complete an online enquiry, booking form or other online or paper form.

We collect information about you when you book a course with us or ask for information about our courses. We need this information to plan and organise your course.

At the beginning of each course, students have written and spoken tests and we record the results of these tests.

Teachers record progress made by students during their courses.

We also collect information from people who apply for jobs with us and from people who are employed by the school.

Website usage information is collected using cookies. The information is supplied anonymously.

3. HOW WE USE THE INFORMATION

We use the information given to us by people enquiring about our courses to supply them with the information they have requested.

We use the information given to us by students or their parents to provide courses for our students, protect their vital interests and to comply with our legal obligations. This includes the following:

Where necessary, information is supplied to our accommodation agency so that they can arrange suitable accommodation. Details, such as name, gender, date of birth and any medical or health information they need to know will also be given to homestay hosts.

If students or members of staff need medical help while they are with us, we may need to give some information about their health, medication or allergies to the doctor or hospital so that they can provide treatment.

When students take part on any activities which are provided by external suppliers, any relevant information, such as the student's name, date of birth and any health issues relevant to that activity may be given to that supplier for the purposes of that activity.

The results of student tests are used to find the best classes for the students.

The progress students make in lessons is used in their end of course reports and certificates.

Students can choose many of the activities on their programmes. The activities they choose are stored electronically and made available to the activity leaders on those activities.

We use the information given to us by people enquiring about our courses and agents to supply them with the information they ask for.

We use the information given to us by people applying to the school for jobs to process their applications.

We will not sell any of the personal information you provide to third parties.

We will not pass on your personal information to any third parties not detailed in this policy except where required to do so by government agencies such as, but not only limited to, HM Revenue & Customs or the UK Border Agency.

4. COOKIES

Cookies are small text files put on your computer to collect internet log information, track visitors' use of a website and collect statistical information on website activity. For further information about cookies see www.aboutcookies.org or www.allaboutcookies.org. These sites also show you how to set your browser not to accept cookies. Please note that if you do this some parts of our website may not work.

5. OTHER WEBSITES

There are links to other websites on the school's website. We do not have any control over these websites and cannot be responsible for the security or privacy of any information you provide to such sites. This privacy policy is only for Weymouth English Centre's website: when you visit other websites, you should read their privacy policies.

6. ACCESS TO YOUR INFORMATION

You have the right to ask for a copy of the information that we hold on you. If you would like a copy of some or all of your personal data, please email or write to the school's Data Protection Officer (you can find the details in section 11 of this policy).

You can ask us to correct or remove any information you think is incorrect.

7. CONTROLLING YOUR PERSONAL DATA

It is necessary for us to hold some data about our students in order to ensure their safety while on our courses. If you would like us to delete data that we hold about you, please contact us with your request: all data not required to be kept under law or government regulations will then be deleted. Where information is needed to ensure the proper and safe running of your course, this data will be removed after your course has ended.

If you believe that any information we are holding is incorrect or incomplete, please contact us and we will make any necessary corrections.

8. HOW LONG WE KEEP DATA

Information we use for marketing purposes will be kept for three years or until you notify us that you no longer wish to receive this information.

Details of the activities that students book and attend are destroyed three months after their courses end.

Details of progress made by students in their English lessons is deleted after three months.

Data relating to students' flights to and from the UK for their courses are deleted after three months.

Under UK tax laws we must keep the basic personal data (name, address and contact details and basic employment data in the case of members of staff) of students and members of staff for six years. At the end of this period the data will be destroyed/deleted.

9. SECURITY

We are committed to ensuring that all information is held securely and we have physical and electronic procedures in place to ensure this. However, no data transmission over the Internet can be guaranteed to be totally secure, so any information that you send to us via the internet is sent at your own risk.

10. LINKS TO EXTERNAL WEBSITES

Our website contains links to external websites. We do not have any control over these websites and cannot be responsible for the security or privacy of any information you provide to such sites. Please refer to the privacy policies of any such sites that you may visit.

11. COMPLAINTS

If you are not happy with how Weymouth English Centre handles your personal data, please contact the school's Data Protection Officer – you will find his contact details in section 12 of this policy.

If you are not satisfied with his response or think that we are not processing your data as the law requires, you can complain to the Information Commissioner's Office at <https://ico.org.uk/>.

12. DATA PROTECTION OFFICER

The school's Data Protection Officer is Christopher Hills, who can be contacted at chris@weymouthenglishcentre.com or by post at Weymouth English Centre, St. Mary's House, Netherhampton, Salisbury SP2 8PU, England.

13. CHANGES TO THIS POLICY

Christopher Hills, Director and Data Protection Officer is responsible for preparing and maintaining this policy. It will be revised annually.

Any changes to this policy will be announced on our website and the up to date policy is always available on our website.

Last reviewed: May 2018

Next review due by: May 2019